



# UNITED STATES FEDERAL JURY SERVICE



## REPORTING DATE

- You **MUST** call 1-866-313-2350 on the date and time indicated on the front of your summons.
- When calling the toll-free recorded message to receive your reporting instructions, you must have your 9-digit participant number available in order to access the system. This number appears above your name on the front of your summons.
- The recorded instructions will tell you **if** you are scheduled to report for jury duty on the next working day or **when you should call** the recording again.

## PENALTIES

Jurors who fail to report to court when instructed to do so may be served by the United States Marshals Service with an order to show cause why they should not be held in contempt of court for not appearing as instructed. Upon a finding of contempt, the Court could impose statutory penalties.

## LENGTH OF SERVICE

- You are **“on call”** for **the month** beginning on the date that appears on the front of your summons.
- You are **only** required to travel to the courthouse when specifically instructed to do so via the recorded message.
- It is unlikely that you will be sequestered during your service.

## TO REQUEST AN EXCUSE

- All requests must be **IN WRITING** via U.S. Mail, or by using the electronic excuse form on the Court’s website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)).
- All requests **MUST** be submitted to the Jury Staff in the division where your jury service is to take place, no later than 5 days prior to your reporting date.
- **DO NOT** wait until your first day of jury service to request an excuse. If you do and are excused, the Court will not pay you or give you credit for that day’s attendance.
- All letters must be written by you, the prospective juror, and may not come from your employer.
- **NO** oral excuses will be taken over the phone.
- It is the juror’s responsibility to verify that an excuse has been granted.
- To check the status of a pending request for excuse, deferral or postponement (please allow 5-7 business days after submitting your request), call the automated jury information system at 1-866-313-2350 (you must have your 9 digit participant number in order to use this system.)
- If you are 70 years of age or older and do not wish to serve, send us that information in writing and you will be excused from jury service.

## ATTENDANCE FEES, MILEAGE & SUBSISTENCE

- Jurors are paid \$40.00 per day plus the current federal government mileage allowance and tolls.
- All U.S. government employees, except postal employees, will continue to receive their regular salary in lieu of an attendance fee.
- If you live 60 miles or more from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night.

## ATTIRE

- You are expected to conduct yourself with reserve and courtesy, and when appearing at the courthouse, must dress appropriately to preserve the dignity of the Court.

## FOOD

- There is not food service in the building. Soda & snack machines are located nearby. A refrigerator and a microwave are located in the jury assembly room for your convenience. For those wishing to go out to lunch, local restaurant menus are available.

## QUESTIONS

- Direct questions (call collect if necessary) to Jury Staff at 904-549-6001.

## PARKING

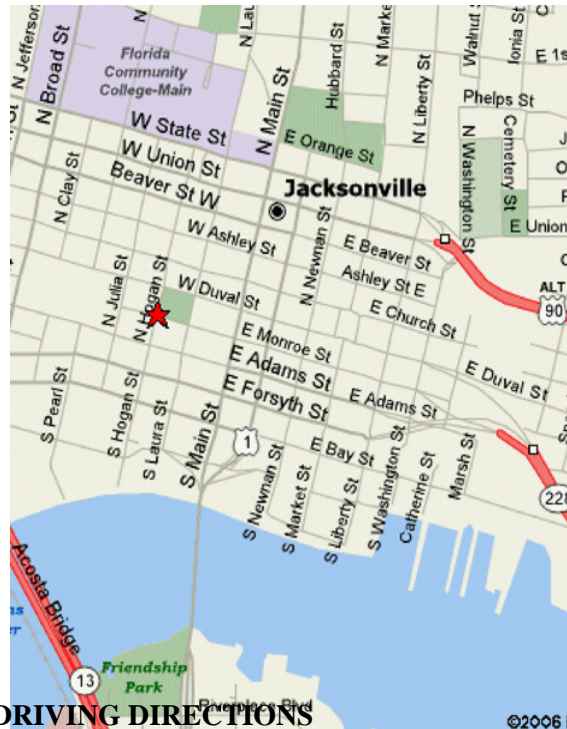
- Parking is available at the City of Jacksonville's **Public Library Parking Garage** located at 33 West Duval Street. Your ticket stub will be validated by the Jury Clerk. **NO MOTORCYCLES, PLEASE.**
- The entrance of the Public Library Parking Garage is located on Duval Street, between Laura and Main Streets. The garage is across the street from the new library, next to City Hall. This garage opens by 7:00 a.m.
- **DO NOT** park at Alltel Stadium to use the shuttle. That shuttle is for County jurors only, NOT Federal jurors.

## DISABLED PARKING

- Disabled jurors may also check the Court's website ([www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)) or contact the Jury Staff for additional information on disabled parking in Jacksonville.

## CHECKLIST

- ✓ Electronic devices including cellular phones, laptop computers, sound/recording equipment, photographic/broadcasting equipment are prohibited. **You will not be permitted to bring them into the building.**
- ✓ All individuals entering the building are required to proceed through a security checkpoint and have any bags, packages, purses, etc. examined through an x-ray machine.
- ✓ A valid photo ID must be shown when entering the courthouse.
- ✓ REMEMBER to bring your parking ticket with you to the Jury Assembly Room (1st floor) for validation.



## DRIVING DIRECTIONS

The Federal Courthouse is located at the corner of Monroe Street and Hogan Street. It is to the **West** of the Public Library Parking Garage on Duval Street.

**If traveling east on I-10**, proceed East on I-10 to I-95 North, exiting on Union Street. Follow Union to Main St. Turning right on Main, proceed to Duval St. Turn right on Duval, entrance to garage is on the right.

**If traveling north on I-95**, take the Union Street exit, following Union to Main St. Turning right on Main, proceed to Duval St. Turn right on Duval, entrance to garage is on the right.

**If traveling south on I-95**, take the Union Street exit, following Union to Main St. Turning right on Main, proceed to Duval St. Turn right on Duval, entrance to garage is on the right.

## United States Federal Court

### UNITED STATES DISTRICT COURTHOUSE

300 North Hogan Street  
Jacksonville, Florida 32202  
904-549-6001

[www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)



### Welcome to Federal Jury Service.

The Jacksonville Division serves the following counties: Baker, Bradford, Clay, Columbia, Duval, Flagler, Hamilton, Nassau, Putnam, St. Johns, Suwannee, and Union.

Enclosed you will find  
**IMPORTANT** information.  
*Please read through it carefully.*